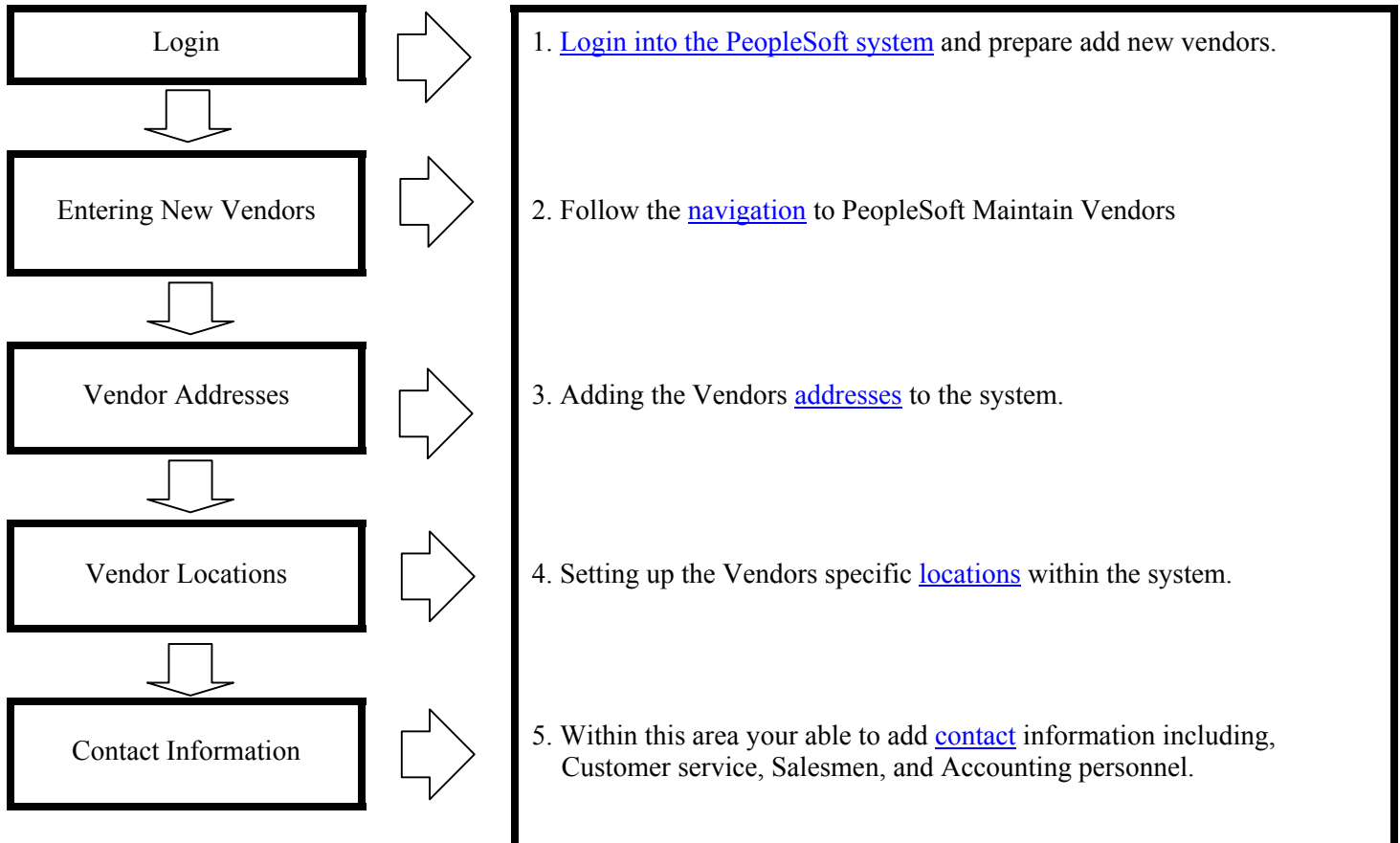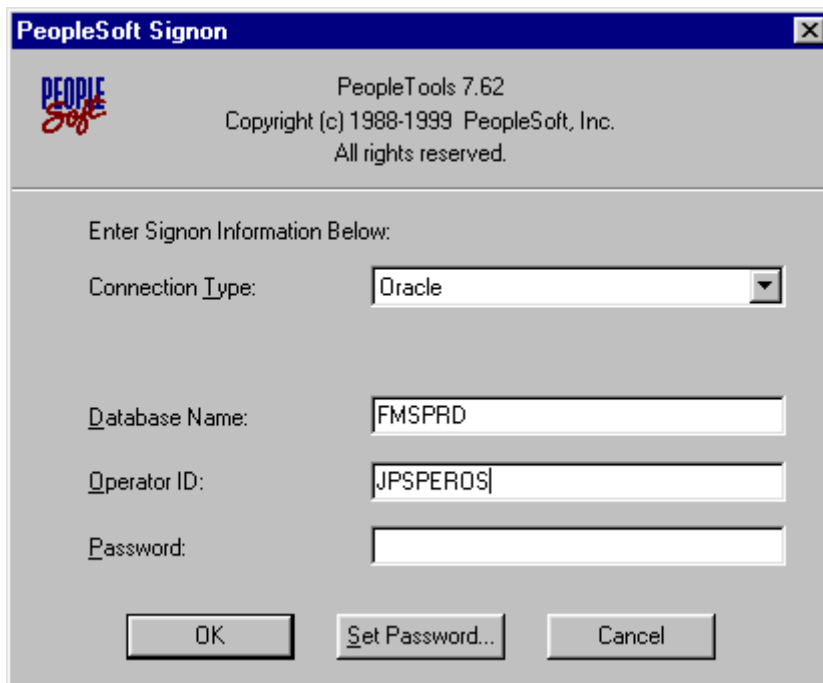# Maintain Vendors

This section will show you how to add new vendors and modify current ones. Only approved active vendors can be used in creating Purchase Orders, Requisitions, or Pay Vouchers.

Login	1. Login into the PeopleSoft system and prepare add new vendors.
Entering New Vendors	2. Follow the navigation to PeopleSoft Maintain Vendors
Vendor Addresses	3. Adding the Vendors addresses to the system.
Vendor Locations	4. Setting up the Vendors specific locations within the system.
Contact Information	5. Within this area your able to add contact information including, Customer service, Salesmen, and Accounting personnel.

Maintain Vendors

Step 1: Login

➢ Launch the PeopleSoft Signon from the Novel Application launcher.

- o Connection type "Oracle" (Defaulted)
- o Database Name "FMSPRD" (Defaulted)
- o Enter your login name. (UPPERCASE only)
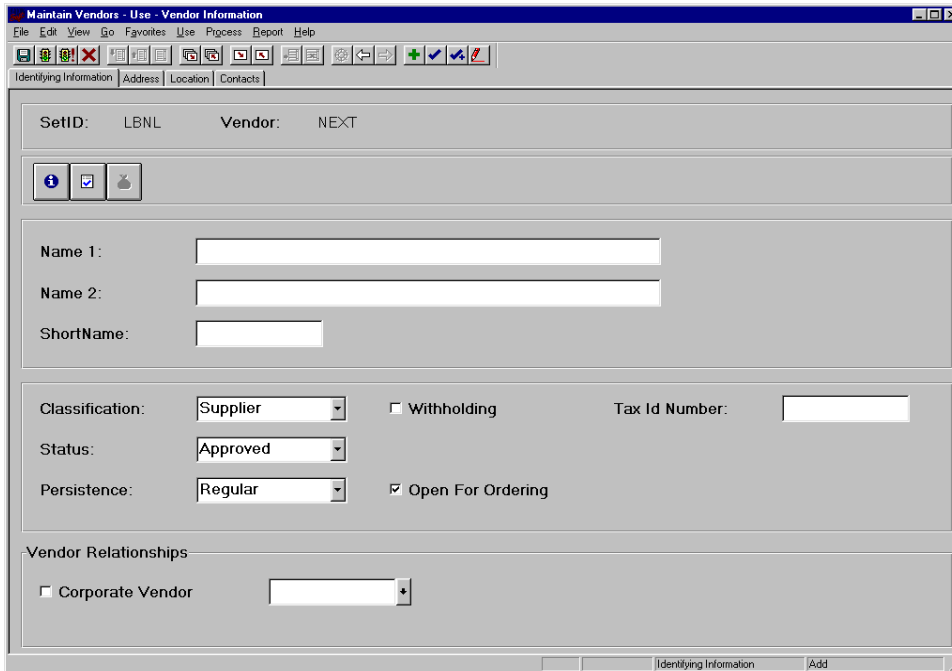
➢ Password is left blank.

➢ Click "OK"

Maintain Vendors

Step 2: Entering New Vendors

The Vendor Information Panel should appear as follows;
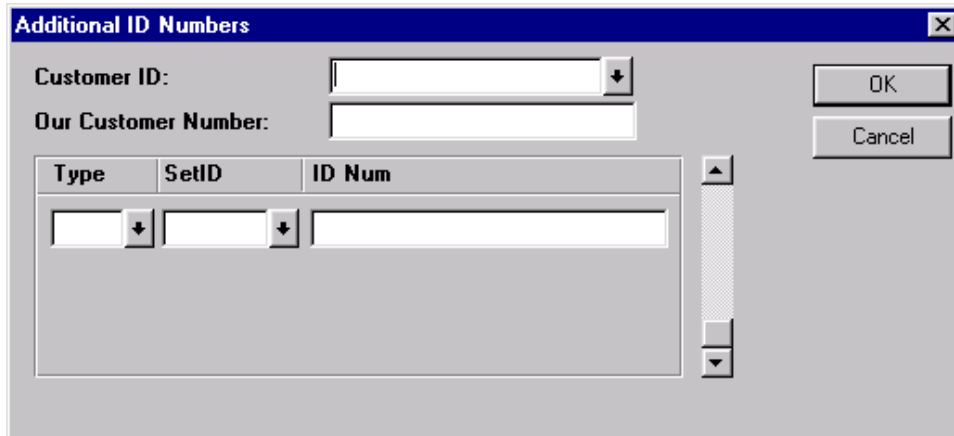

Complete the following panel elements: (Note: Use capital letters when entering data into the fields on the panel.)

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Name 1	Vendor Name 1	Enter your name
Name 2	Vendor Name 2	Leave Blank
Short Name	Abbreviation of Name	Last Name and First Initial
Classification	This is the type of Vendor	Select Employee
Status	Is the Vendor approved or unapproved	Accept the Default
Persistence	Is this a vendor to be used once or used all the time.	Accept the Default
Vendor Relationships	Is this vendor an entity of another Vendor.	Accept the Default
Withholding Checkbox	Identifies if this Vendor is subject to 1099 withholding	Check this Box
Withholding	You can select this vendor to be have tax withheld	Check the Box
Tax ID Number	The vendor Tax ID number	Add a 9 digit ID number to field
Open for Ordering	Identifies if this Vendor is available for creating Purchase Orders	Check this box

Maintain Vendors

Vendor Pushbuttons

The Additional Id Number pushbutton [i] allows you to enter additional vendor id information

The Duplicate Invoice Checking pushbutton [✓] allows you to enter rules for duplicate invoice checking.   These rules will default in from the business unit level and no changes are required.
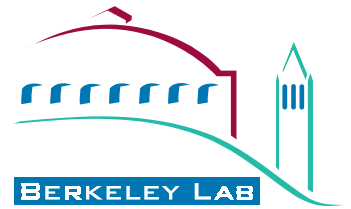
Maintain Vendors

The Withholding pushbutton allows you to enter withholding information. We will return to this pushbutton after entering the Vendor Address Information.
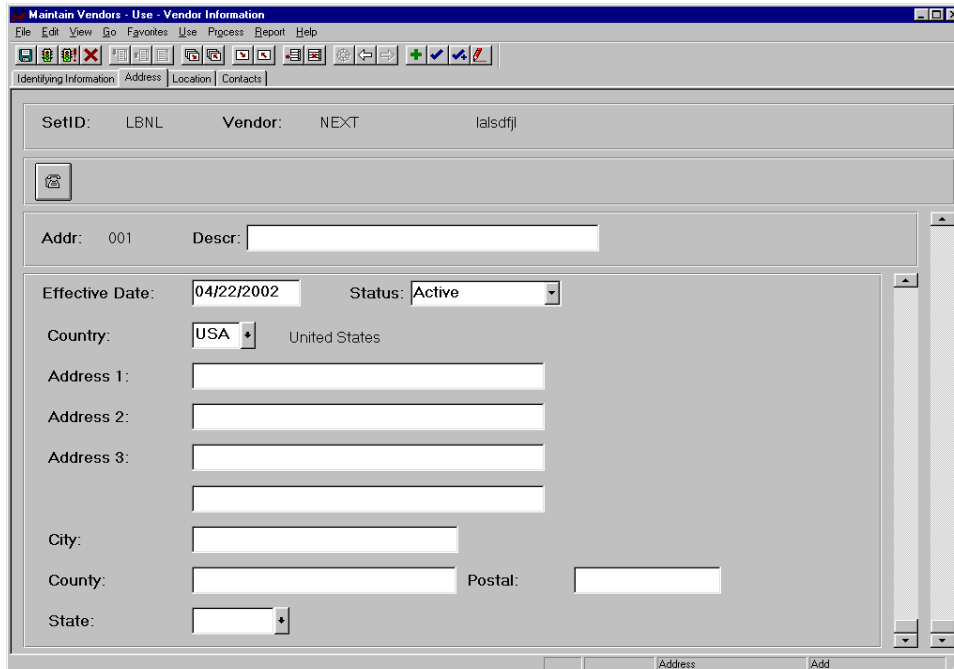
Maintain Vendors

Step 3: Vendor Address

Click on the **Address** tab

The Address panel displays

Complete the following panel elements:

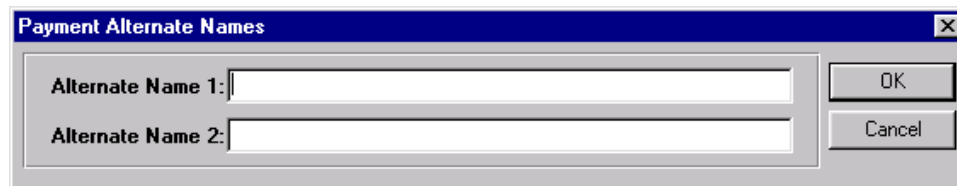| PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Descr	Address Description	Enter REMIT TO
Effective Date	Date Vendor Address is Valid	Enter 07/01/2002
Status	Indicates if this address is active or inactive	Leave Default
Country	Country	Leave Default
Address 1	Address Field	Enter your Address
Address 2	Address Field	Enter your Address (Optional)
Address 3	Address Field	Enter your Address (Optional)
City	City	Enter your City
County	County	Enter your County
Postal	Zip Code	Enter your ZIP code
State	State	Enter your State code

Maintain Vendors

You will notice that there are scroll bars to the right of the address fields.   In the event a Vendor has multiple addresses you could add additional rows using the F7 function key or the insert icon ⊞. For example a vendor may have multiple addresses in which case you would place your cursor in the DESCR field and insert a row for each additional address.
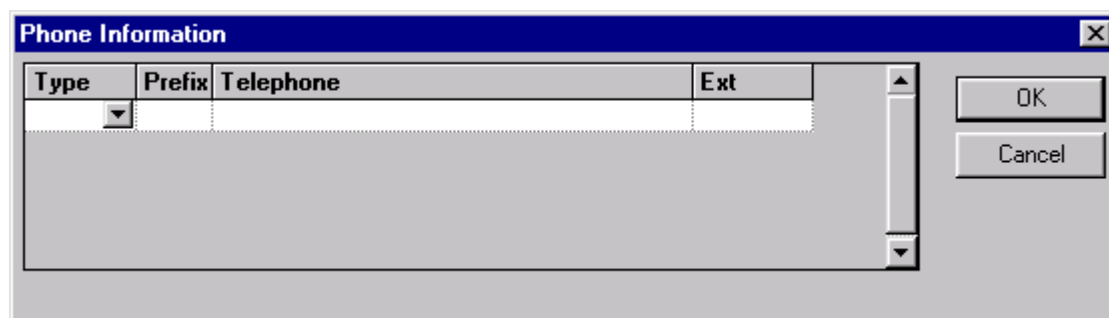 (ex. The ordering address is different from the remit to address for a Vendor).

The inner scroll bar is used if at some time during the future the address changes. For example, if the remit to address changed from an address on Fifth to an address on Forbes you would place the cursor on any row in the inner scroll bar and insert the new row and update the address information.

The alternate names pushbutton ⊞ allows you to alter the name that will appear on the check.   Instead of the name you gave to the vendor on the identifying information panel, you would override it for this address with whatever you put in the following.   We won't be entering anything here.

The phone information pushbutton ☎ allows you to enter phone contact information for the vendor.
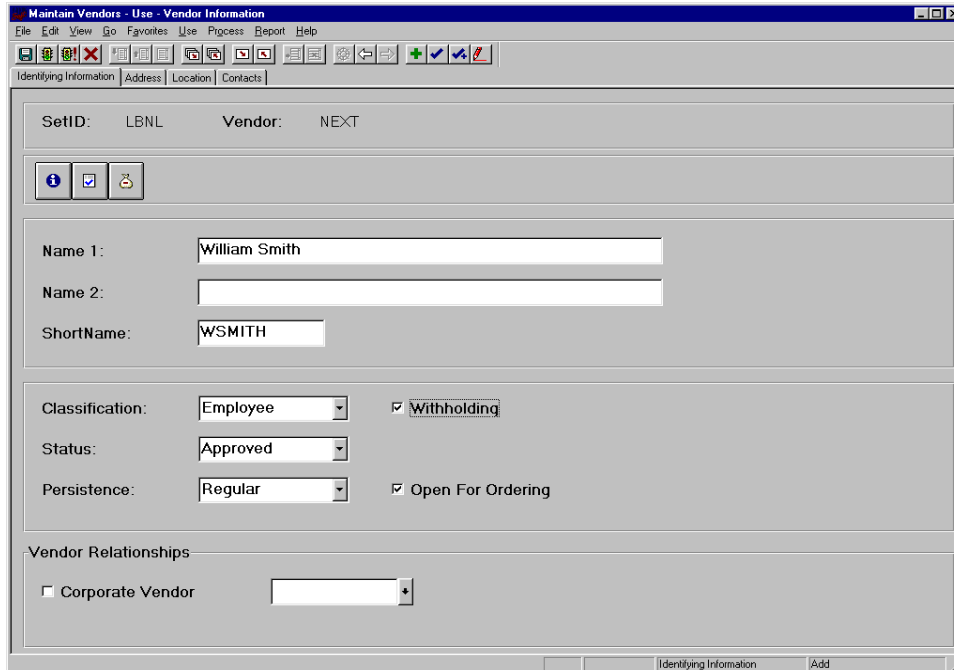
Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Type	Type of Phone Number (ex. Home or Business)	Select Home
Prefix	Dialing Prefix for the Number	Leave Blank
Telephone	Phone Number	Enter your phone number including area code 412-XXX-XXX
Ext.	Phone extension	Leave Blank

Maintain Vendors

Return to the Identifying Information Panel

Click on the **Identifying Information** Tab
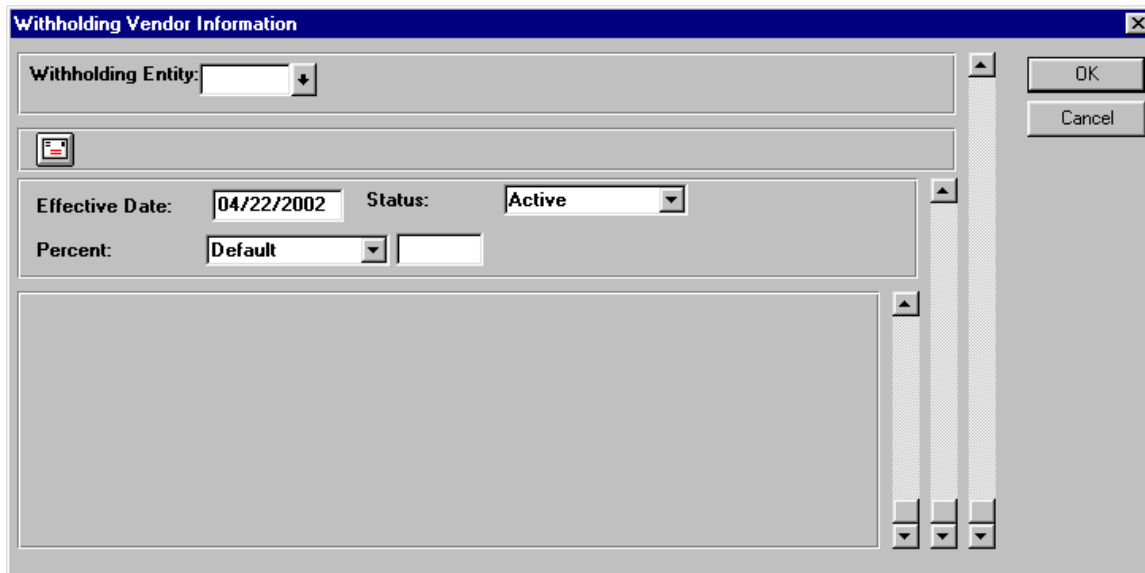
The Withholding pushbutton allows you to enter withholding information.   This panel allows you to enter information pertaining to the requirements for 1099 processing.

Maintain Vendors

Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Withholding Entity	Internal Revenue Service is withholding entity for 1099	IRS
Effective Date	Effective Date of 1099	Leave Default
Effective Status	Determines if 1099 processing is active for the Vendor	Active
Percent	Withholding Percentage Amount	Leave Default
Tax Payer Identification Number	Social Insurance Number or Federal Employee Id Number	123-45-6789
Tin Type	S or F indicating the type of the Tax Payer Identification Number	S

The Envelope Pushbutton ![envelope icon] is used to display the withholding name and address.   This name and address is defaulted in from the name fields and address information already entered.   This is the primary reason we enter the name and address information for the Vendor first prior to returning to enter the 1099 information.
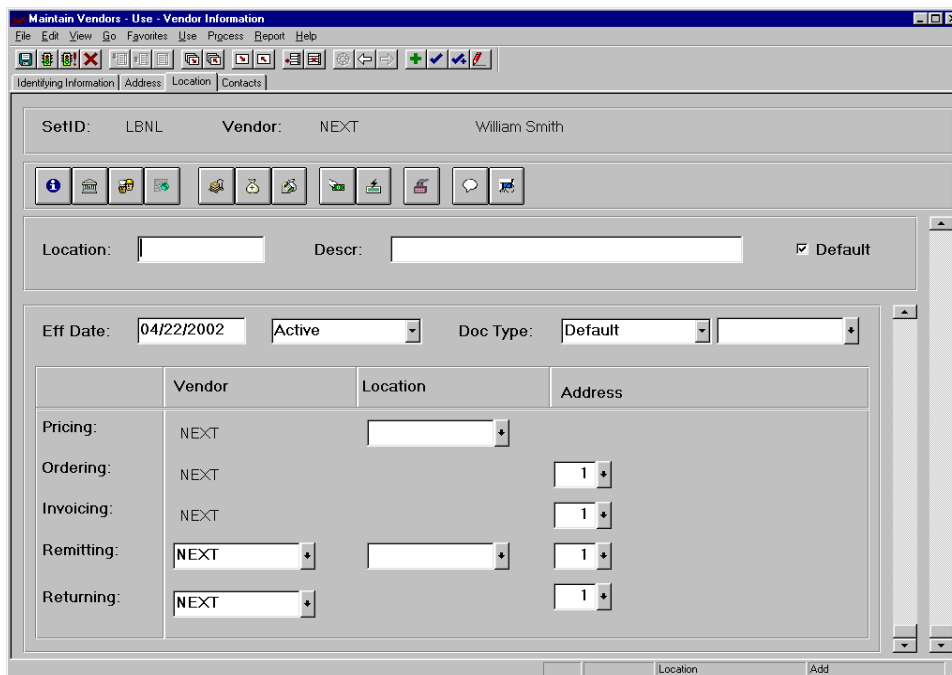
Maintain Vendors

Step 4:   [Locations](#)

Locations are used by PeopleSoft to default the correct information on transactions in various PeopleSoft applications.   Locations are used to group a set of defaults for a particular Vendor.   For example, if the vendor has a different ordering address from its remit to address we would update the location panel to reflect the address used for ordering and the address used for remitting for a specific vendor location.
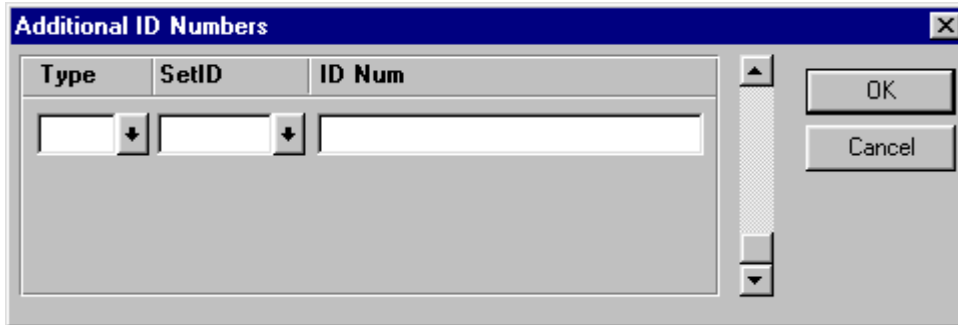
The Location panel displays

Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Location	Location Code	REMIT_MAIN
Descr	Long description of Location Code	Main Remitting Address
Default Checkbox	Indicates that the information on this panel and pushbuttons will be defaulted to Voucher.	Leave Default
Effective Date	Effective Date for all the parameters on the Panel	07/01/2002
Effective Status	Whether this location is active.	Leave Default
Doc type	Not Used	Not used

Accept the remaining panel elements defaulted in from the Location and Address panels.

Maintain Vendors

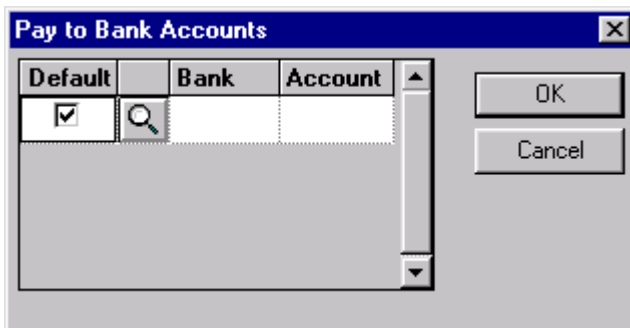The additional id numbers pushbutton allows you to identify the location by some additional set of criteria such as Dun and Bradstreet Number.
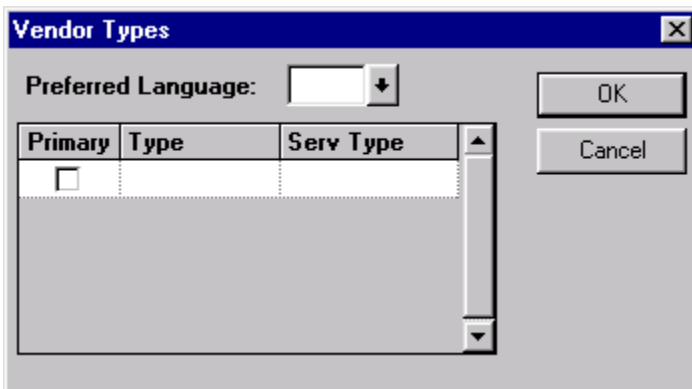

This Pay to Bank Accounts pushbutton is used for setting up bank accounts that the vendor would like to have payments deposited. (ex. Direct Deposit)

This Vendor types pushbutton allows you to set a preferred language for the vendor and identify the type of vendor.

Maintain Vendors
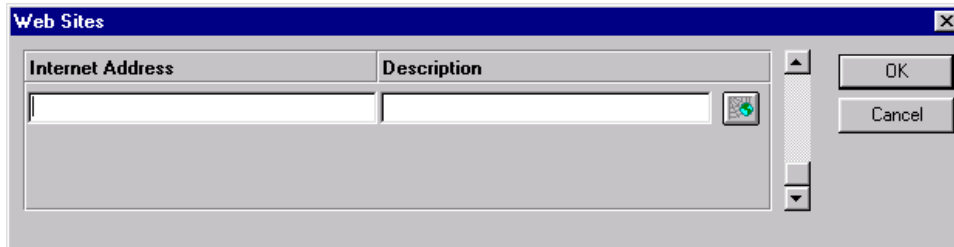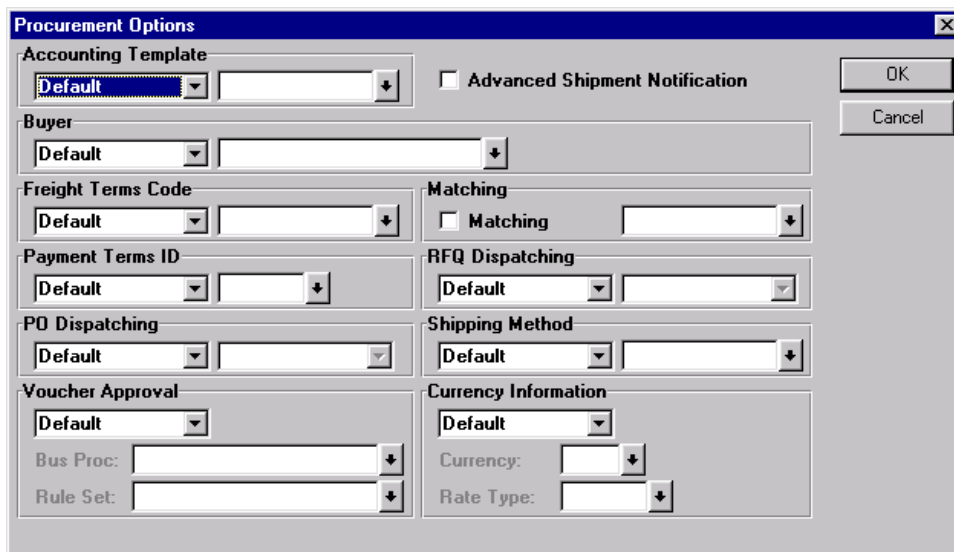
The Internet address pushbutton ![icon] allows you to enter an Internet address for the vendor. Enter your Internet address here.

```
Web Sites                                                        [X]
 ┌──────────────────────────────────────────────────────┐  ┌──────┐
 │ Internet Address          Description                 │▲ │  OK  │
 │ [|                  ]      [                    ][🌐]  │  └──────┘
 │                                                       │  ┌──────┐
 │                                                       │  │Cancel│
 │                                                       │▼ └──────┘
 └──────────────────────────────────────────────────────┘
```

The procurement options pushbutton ![icon] allows you to override default procurement information for this vendor. Typically you would only change the Payment Terms on this panel.

```
Procurement Options                                           [X]
 ┌Accounting Template─────────┐                            ┌──────┐
 │[Default ▼] [           ▼]  │  ☐ Advanced Shipment       │  OK  │
 └────────────────────────────┘     Notification           └──────┘
 ┌Buyer───────────────────────┐                            ┌──────┐
 │[Default ▼] [            ▼] │                            │Cancel│
 └────────────────────────────┘                            └──────┘
 ┌Freight Terms Code──────────┐  ┌Matching────────────────┐
 │[Default ▼] [           ▼]  │  │☐ Matching [         ▼] │
 └────────────────────────────┘  └────────────────────────┘
 ┌Payment Terms ID────────────┐  ┌RFQ Dispatching─────────┐
 │[Default ▼] [        ▼]     │  │[Default ▼] [        ▼] │
 └────────────────────────────┘  └────────────────────────┘
 ┌PO Dispatching──────────────┐  ┌Shipping Method─────────┐
 │[Default ▼] [           ▼]  │  │[Default ▼] [        ▼] │
 └────────────────────────────┘  └────────────────────────┘
 ┌Voucher Approval────────────┐  ┌Currency Information─────┐
 │[Default ▼]                 │  │[Default ▼]             │
 │Bus Proc: [             ▼]  │  │Currency: [   ▼]        │
 │Rule Set: [             ▼]  │  │Rate Type: [     ▼]     │
 └────────────────────────────┘  └────────────────────────┘
```

Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Accounting Template	Template used for generating accounting entries.	Accept the Default
Advance Shipment Notification	Identifies that Vendor will be sending ASN's via EDI	Leave Blank
Buyer	This would be the buyer for this vendor. Used for Purchasing	Accept the Default
Freight Terms Code	Terms for Freight (not used)	Accept the Default
Payment Terms Id	The payment terms for Vendor.	Accept the Default
PO Dispatching	Dispatch Method for Purchase Order. (i.e. EDI, FAX, PRINT)	Accept the Default
Voucher Approval	Approval rule for vouchers used for Workflow. (All vouchers are created pre-approved.)	Accept the Default

Maintain Vendors

Matching	The matching checkbox and code identifies if matching is to be used for this Vendor	Leave Blank
RFQ Dispatching	Dispatch Method for Request for Quotes. (i.e. EDI, FAX, PRINT)	Accept the Default
Shipping Method	Shipping Method used for Vendor.	Accept the Default
Currency	Currency used to pay the Vendor.	Accept the Default

The Vat Options pushbutton is not used at LBNL.
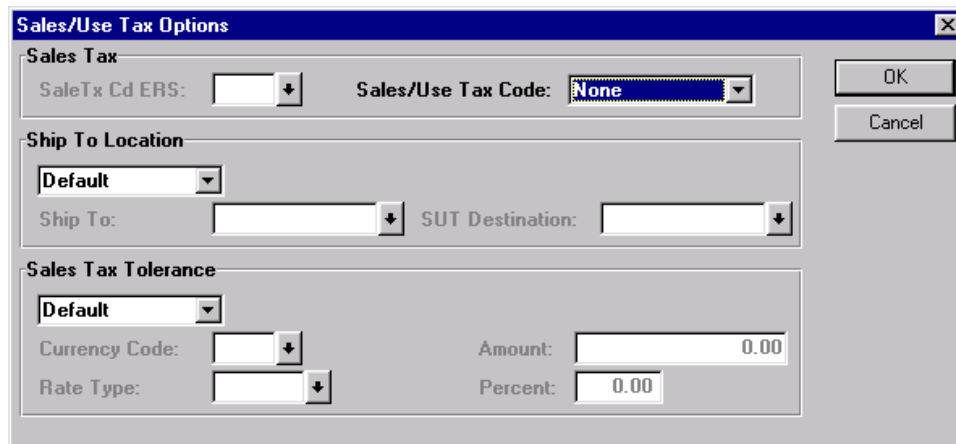
The Sales/Use Tax pushbutton defines the sales tax/use tax code default on vouchers and purchase orders. (i.e. sales, use, or none). We will accept the defaults.

Maintain Vendors

The payment options pushbutton allows you to set up the default payment options for a vendor.

Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Withholding Code	Code for which this Vendor is subject to Withholding (ex. 07 - Non-Employee Compensation)	Leave unchecked
Pay Group	Used as a selection criteria for Vendor payments	Leave unchecked
Hold Payments	Used to hold payments to the Vendor.	Leave unchecked
Always take discount	Used to take the discount regardless of discount due date.	Leave unchecked.
Separate Payment	Used to create a separate payment (check) for each voucher.	Leave unchecked.
Factoring	Used to disable the Remit To Vendor field on the voucher	Leave unchecked.
Complex Routing	Used for EFT payments (Not used)	Leave unchecked.
Delay Days	The number of days you want to delay payment from the net due dates.	Accept the Default
Bank	Bank from which payments are made.	Accept the Default
Payment Method	Method of Payment. (i.e. System Check, EFT, ACH)	Accept the Default
Payment Handling Flag	Used to sort payments during check processing.	Accept the Default

Maintain Vendors

Electronic Funds Transfer (EFT) is the movement of funds by non-paper means.

Standard Industry Classification (SIC) codes are codes that identify different types of industries.

Maintain Vendors

The comment pushbutton ⬭ is used to tie comments to a specific Vendor location.

Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Comments	Free Flow comment tied to a Vendor Location	This is a training example.

You can identify your vendors based on types with the Vendor Attributes button ⬚ .
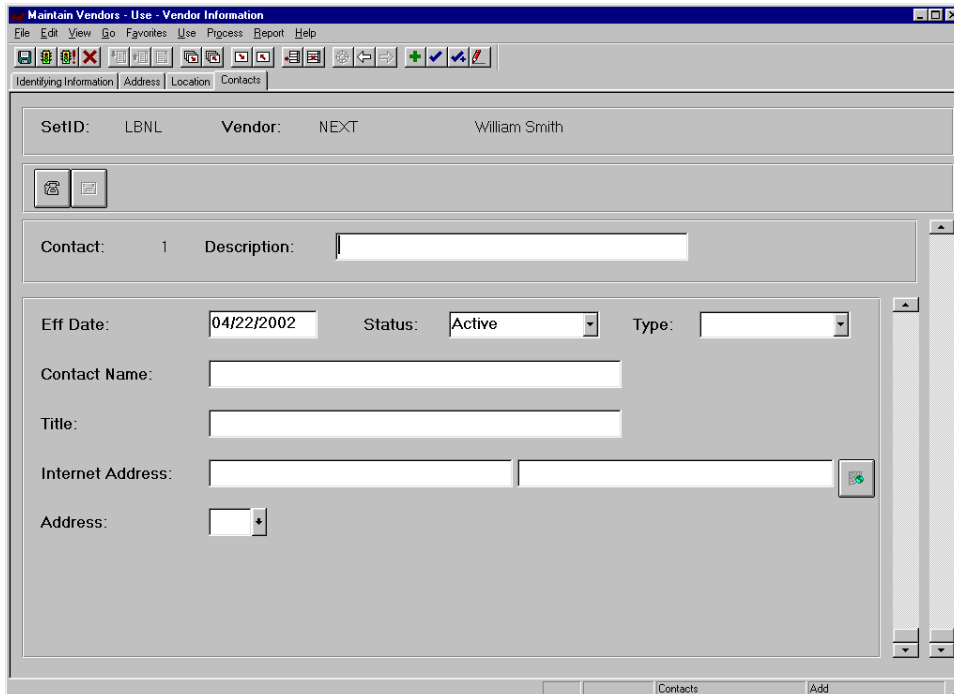
Maintain Vendors

Step 5: Contacts

The Contacts panel is used to enter information on a Contact person at the Vendor.
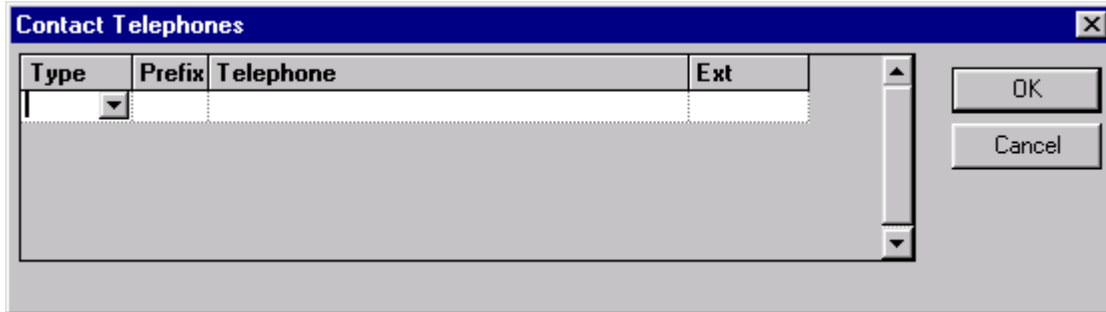
The Contact panel displays

Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Description	Enter a Description for the Contact	Manager
Eff Date	Effective Date of this Contact	Accept Default
Status	Status of this Contact Information.	Accept Default
Type	Type of Contact	Select General
Contact Name	Name	SMITH,JOE
Title	Contacts Title	MANAGER
Internet Address	Web Address	Leave Blank
Internet Address Description	Description	Leave Blank
Address	Vendor Address this contact person is located. (Note: For a new Vendor, you must save the panel in order to select the address field.)	1

Maintain Vendors

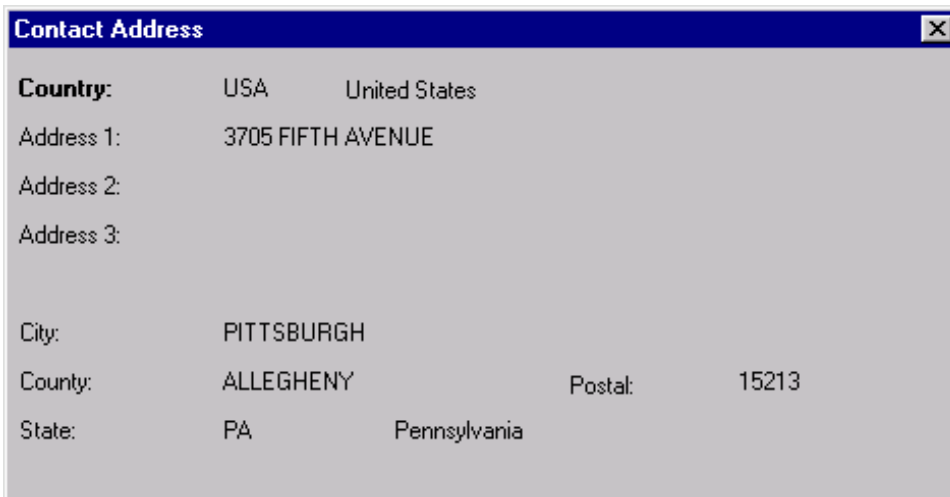The Contact Phone pushbutton is used to enter the contact phone information.

The Envelope Pushbutton is used to display the address associated with the address selected on the main panel.

Close the Contact Address window and select the Save pushbutton .